

State of Connecticut JOB POSTING

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES
JOB OPPORTUNITY
SECRETARY 1 (CL14)
Affirmative Action/Contract Compliance Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public on the current exam list

Location: 25 Sigourney Street, Hartford

Job Posting No: 532

Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$39,061 - \$51,255 (*employees new to state service start at the minimum salary*)

Closing Date: May 30, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees with permanent status in the class, or those who have previously attained permanent status, may apply for lateral transfer. There will not be an opportunity to take this exam prior to the application closing date.

Examples of Duties: TYPING: Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. FILING: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. CORRESPONDENCE: Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature. REPORT WRITING: Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month). INTERPERSONAL: Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit). PROCESSING: Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. PERSONAL SECRETARY: Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements. OFFICE MANAGEMENT: Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

Please note: The preferred candidate would have good knowledge of the use of Windows Office products including Word and Excel. Knowledge of Windows Access would be a plus.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Eligible candidates should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current state employees are required to submit their last two service ratings. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 532 on the application. Applications will not be considered without all of the required documents. Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

If you are faxing your application, please do not mail additional copies. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** All applicants may not receive an interview. Please do not call concerning your application. The Department of Labor provides administrative support to the Commission on Human Rights & Opportunities (CHRO). Send/fax application materials only to the address noted above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf